

MEMORANDUM FOR:

SUBJECT: Establishment of Mechanical Reporting System in FE/PT

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1. FE/PT has developed a system for compiling statistical data on IBM punch cards for current and future references purposes, which will become an integral part of an FE Division personnel control system. These procedures have been developed so as to permit the widest utilization of machines and statistical methods to accomplish any given type of report.

2. The machines employed are designed to digest a large variety of statistical data, verify, and reproduce this data automatically. In addition, they lend themselves to the functions of reporting as well as accounting on an automatic basis, and their speed of calculation replaces many hours of human computation time.

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3. Specifically, [REDACTED] is now in a position to furnish tabulated listings of personnel data to all elements within the FE Division. For example, the card decks presently maintained contain personnel statistical data currently posted on the OF-4b, Employee Record Card, which can be automatically reproduced in a report form in whole or in part. Samples of this type of report have previously been furnished the area Branches. In addition, tabulated listings can be provided reflecting the pending personnel actions; approved tables of organization, which also reflect proposed or pending T/O changes; Names of employees listed by service designation or position title; rotation dates within a given element or alphabetical for an entire Branch; and shortly will be able to supply reports on status of fitness reports, and etc.

4. It is believed this reporting system will furnish personnel data in a fraction of the time previously required, and that such data will be much more current and useful. You are encouraged to utilize these facilities in order to provide a uniform and expeditious reporting system throughout FE. Contact should be made with Chief, [REDACTED] regarding specific reports desired by your respective offices.

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ATTACHMENTS MISSING